

## **DEVELOPMENTAL DISABILITIES RESOURCE BOARD OF CLAY COUNTY**

### **DDRB BOARD MEETING MINUTES**

Date: July 26, 2016

The meeting of the DDRB Board took place at the executive offices of the Developmental Disabilities Resource Board located at 920 Kent Street, Liberty, Missouri on Tuesday, July 26, 2016. The meeting was called to order by Chairman, Heath Roberts at 6:30pm. Present at the meeting and acknowledged by roll call were Heath Roberts, Gary Steinman, Tom Bradley, Alan Naylor, Rick White, Pat Schoenrade, James Gottstein, Sonja Bennett and Grace Miller.

#### **Guests at the meeting included:**

Ann Graff – CTC

Anita Hartman – CTC

Katrina White – Parent

Barbara Griggs – Life Unlimited (Concerned Care)

Jim Huffman – Life Unlimited (Concerned Care)

Mary Jill Webber – NTRC

Nzala Chongo – TNC Community

Randy Hylton - VSI

Lauren Corcoran - CEADD

Jill Bartlett - NEEC

Bruce Culley - CPA

Casey Melacon – ESMW

Colleen Baker – NTRC

#### **Announcements**

Heath Roberts announced that Sonja Bennett had been hired as the new Administrative Director.

#### **Minutes**

The Minutes of the Board Meeting of June 28, 2016 were previously read and reviewed by each member. A motion was made by Pat Schoenrade that the minutes be approved, seconded by Alan Naylor and unanimously approved by the member's present. The Minutes of the Board Owned Property Meeting of June 28, 2016 having been read and reviewed by each member were unanimously approved after motion was made by Alan Naylor and seconded by Rick White. The Minutes of the Service Committee, having been previously read and reviewed by each member were submitted for approval by a motion by Pat Schoenrade, seconded by Alan Naylor and unanimously approved by the member's present.

#### **Treasurer's Report**

Tom Bradley reported:

**DDRB County Tax Receipts** for the month of June were \$22,256.65. Total income for the month was \$71,896.80 clarifying that we have very little income this time of year. Most of our income is received in January and towards the end of the year. We had total expenses of \$448,654.72. For the month DDRB showed a net income of minus \$376,757.92. He further reported that for the year, January through June, the County Tax Receipts total \$4,479,318.35 with total income of more than 4.7 Million Dollars (\$4,795,785.34).

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Total expenses for the year through June were \$2,580,068.92. Total income year to date, June 30, was \$2,215,716.42. Mr. Bradley stated that to keep that in perspective, we have 6 months left in the year and we are doing well.

**TCM income** for the month of June was \$236,218.36 with total expenses of \$209,053.31 resulting in net income for the month of \$27,165.05. TCM looks very positive. Year to date, January through June, TCM had income of \$1,444,307.17, total expenses of \$1,226,908.55. The total net income year to date is \$217,398.62. TCM process is working very well. The Balance Sheet for TCM is 1.2Million which represents the value of TCM.

Mr. Bradley reported that DDRB investments in short and long term CD's total \$6,070,997.06. Those investments have earned interest income of \$30,018.36 for the year.

A motion was made by Alan Naylor that the Treasurer's Report be accepted. The motion was seconded by Pat Schoenrade and unanimously approved by the member's present.

### **Administrative Directors Report**

Sonja Bennett reported:

1. The security video monitor has been moved to the receptionist office. The additional monitor in the director's office has not been installed. The video monitor in the reception office is so small that it is very difficult to really see any of the activity. Installing any additional monitors of this size was pended for further discussion.
2. The minor repairs previously approved to the Kent Street building approved in June have been completed. The exterior metal doors have been painted and new sweeps installed should be installed this week. The electrical box located in the front of the building has been painted. Storage Racks have been installed and the review of the many of years of files has been started.
3. The ten additional fire extinguishers have been installed throughout the Kent building.
4. Written SOP's are completed and available for review.
5. Annual Fire Inspection by Liberty Fire Department was done this week passed with no issues.

### **Committee Reports**

#### **Executive Committee – Heath Roberts**

His report for the Search Committee was made by the Announcement of the new Administrative Director. No further matters for discussion.

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### Finance Committee – Tom Bradley

The **2015 Audit** has been completed by Bruce Culley, CPA. Mr. Culley was present in the audience and made the following comments regarding the 2015 Audit.

Mr. Culley reported the Financial Statements are prepared on a modified cash basis. We do give consideration to depreciation but we do not allow for accruals for payables or receivables. There is a statement to that in the Auditors Opinion. But if there were any significant problems they would be highlighted in the Auditors Opinion so this is what is call a “unqualified opinion” and just by its nature represents no significant problems.

Mr. Culley referred the Board to page 6 of the Audit Report – Financial Highlights:

The assets of DDRB exceeded it liabilities at the close of the calendar hear by \$7,347,053. He suggested that we think of this as the net worth of the entity. The unrestricted net position was \$1,417,168 at year end. There are fixed assets that are committed as a part of the equity and a reserve that the Board set aside many years ago. These two items comprise the bulk of the net position but there is the unrestricted net position of \$1,417,168.

DDRB’s net position increased \$271,862. This compare with an increase in net position of \$76,481 last year. You can think of that as an increase in net income. That gives consideration to depreciation and the assets.

Case management’s excess of revenue over expenses totaled \$424,706 in 2015 which compares favorably with last when the excess of \$269,032. We do not allocate any overhead to case management. This is just looking at the revenue they bring in minus the expenses.

DDRB’s only liabilities consisted of payroll taxes of \$3,535.

DDRB received \$2,403,140 from the State of Missouri for services provided by the Children’s Therapy Center. These funds are received directly from the State of Missouri and this represents a small increase of 2014.

The Government Fund Statement show revenues over expenses of \$383,898. Mr. Culley clarified that the Fund Statement is a more near-term statement of financial position. We do not give consideration to depreciation or assets in that calculation. He feels like the better measure of “how you did” does give consideration to depreciation. So he feels like the net position increase of \$271,862 is the better measurement of “how you did”.

As far as the budget is concerned, the actual revenues were less than budget but there were some carry-overs from that budget and that in part explains why that happened. The expenditures were less than budget.

Program expenditures decrease \$260,009 or 5% and by program expenditures this is referring the grants given to the non-for-profits.

There we no capital assets that were purchased during year which is a little unusual but we didn’t have any items that we capitalized during the year.

These are the Financial Highlights so I think that you can see that from some of the comments made about prior years reflect a year more favorable than 2014.

Mr. Culley asked if there were any questions? Mr. Bradley stated he thought the most important thing was Mr. Culley’s words that there were “no major findings in the financial audit

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and that is was an unqualified audit". Mr. Bradley, being a former CFO, the words "unqualified" are just magic. Mr. Bradley stated that this is "just what we want and we are very happy with the Audit". He thanked Mr. Culley.

Mr. Bradley offered a report on the **Capital Grants program** initiated by the Board in 2015 he reported the following information. The Board set aside \$500,000 for the program; we spent \$400,000 and have \$100,000 left over. All requests and initiatives have been completed with the exception of Alphapointe which may yet make an application this week for the \$5,000 set aside for them. All other requests are closed and the program considered complete.

<b>DDRB 2015 -2016 Capital Grants Program</b>				
<b>Agency</b>	<b>Approved Budget</b>	<b>Total Expenditure</b>	<b>Balance</b>	<b>Comment</b>
Alphapointe	\$5,000.00	\$0.00	\$5,000.00	Not going to use
Childrens Center for the Visually Impaired	\$5,000.00	\$5,000.00	\$0.00	Upgrade Technology
Maple Woods CEADD	\$5,000.00	\$0.00	\$5,000.00	Not going to use
Concerned Care Inc.	\$140,000.00	\$139,992.25	\$7.75	Purchase Van
				Purchase Van
Della Lamb	\$75,000.00	\$56,800.00	\$18,200.00	Not going to use the balance
				Playground Upgrades
Easter Seals Midwest	\$35,000.00	\$19,397.33	\$15,602.67	Not going to use the balance
Immacolata Manor	\$30,000.00	\$30,000.00	\$0.00	Purchase a Wheelchair Van
Northland Early Education Center	\$35,000.00	\$35,000.00	\$0.00	Upgrade Technology
Northland Therpeutic Riding Center	\$8,900.00	\$8,899.19	\$0.81	Purchase Lift
Rehabilitation Institute of Kansas City	\$5,000.00	\$0.00	\$5,000.00	Not going to use
TNC Community	\$10,000.00	\$9,486.00	\$514.00	Replace Floor at Claymont House
				Purchase Factory Equipment
Vocational Services Inc.	\$150,000.00	\$93,201.50	\$56,798.50	Not going to use the balance
<b>TOTAL</b>	<b>\$503,900.00</b>	<b>\$397,776.27</b>	<b>\$106,123.73</b>	
***NTRC approved for an additional \$3900				

Mr. Bradley advised that the 2017 Funding Application Process will begin next month with a Public Announcement being made August 10, 2016 and Funding Applications sent on September 1, 2016. He further noted the timetable for receiving the funding requests from the agencies would be October 3, 2016 to facilitate the budget process timetable for DDRB. Mr. Bradley requested that Sonja send the timetable to the agencies.

### Services Committee – Pat Schoenrade

Pat Schoenrade began with the comment that this was rather like assembling a puzzle and asked the Board to bear with her as she went through her presentation keeping mind that they Committee would be looking for direction from the Board on what they want to investigate next, where you want us to look further.

Dr. Schoenrade stated that CHS has worked with *Sonja and Grace\** to redesign forms to improve communication between case managers and Della Lamb and felt progress had been made in this area. \* see footnote

The question of transportation initially arose because of concerns about cost of transportation. We have, thus far, only fairly global answers to the 'why' of the increase. These include: more

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consumers, longer distances to travel, variations in government definitions of service and more consumers being able to be employed and go places for more years.

We did not spend a lot of time pursuing the question of “why is it costing so much” as we respectfully hand that off to the Finance Committee. It became clear in our research that there are unmet needs and to meet those needs we are going to have to spend more money. So this is the puzzle we are trying to put together.

We met with the various agencies that provide transportation. We met with Laurie Brewer of Della Lamb. We met with Easter Seals, TNC, Life Unlimited and Anita with CHS. James pointed out in our manuals, that function as a part of our contract with Della Lamb, states that riders have to get on and off the van without assistance which means you can get on/off the van, buckle your own seat belt and slide over in the seat. Dr. Schoenrade said that James Gottstein questioned that “given who we are and who we serve, should we not be more accessible to people who cannot get on and off the van”. She pointed out that we do currently transport people who require assistance but they have someone at home or day-hab that assist them on/off the van. Dr. Schoenrade stated that according to our By-Laws we are required to review the Policy Manuals every two-years and having done that, this was the big question that came up.

In terms of needs include:

Additional wheelchair-accessible space/vehicles but we have to keep in mind that adapting a van to wheelchair accessibility takes 2-4 regular spaces on the van and this especially effects those “for profit” providers.

We are primarily discussing transportation with limited assistance for people living in their natural homes because people living in the group homes are provided transportation and the ISL’s as well may have some assistance.

Transportation to and from the out-lying areas such as Smithville may be underserved. Della Lamb does provide some service but is unable to provide 100% of the service.

Consumers with behavioral or physical limitations require an aid to be present. Certainly the option is available to have an aid but then you have to have a place on the van for the aid and then the aid needs to be returned to their original location.

Consumers with work hours which fall outside the current transportation provider’s hours (primarily 8-5).

We have a couple of transportation models. For example, Della Lamb does transport people living in the Group Homes of Life Unlimited as they transport from homes. TNC runs their transportation in entirety. They have the Group Home and ISL and have a separate van for the health team. Easter Seals began doing their own transportation when they moved to the new

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location. We are unclear as to the reason and will investigate this further. They transport their people, essentially for free utilizing their staff. This means the staff requires additional training the work shifts staggered. The CSH staff has to work through and with all of this.

When we were given us this project, some on the Board may have thought that the agencies could combine their efforts for transportation but the answer to this is NO. The consumers need to be at different places at different times; each agency has different requirements for their drivers; and as soon as you are driving for “hire” then you have a different set of standards in terms of both insurance and drivers. To combine all of that we would have to hire another agency just to do this and therefore, this is not a solution and we did not try to gather routes of where everyone was going as this was just not going to work.

What possibilities exist for expanding available options? This is where the Committee is looking for direction from the Board – what would you like us to explore further?

Della Lamb is willing to do more and can go further and can expand with aids, etc. and this will cost more BUT this is one option.

We can purchase additional vans and equip as wheel chair accessible. For agencies like Easter Seals, this might work better because they are operating closely with their corporate office and doing their own thing.

Contract with additional organizations for smaller more specific need groups.

Heath Roberts asked for clarification on “who would contract” - Pat clarified that the Board would contract with another agency, as we do with Della Lamb, to provide specific services.

We have spoken with other agencies.

Dr. Schoenrade thanked Alan Naylor for his recommendation of Checker Services. She has spoken to them and believes their services would not work because they are all cabs and do not want to go further north than Liberty.

We talked with OATS and this might be a possibility although we are still teasing apart what the possibilities might be. They are interested but need pretty clear details on where we would want them to go, etc. OATS will not provide service at night.

We became familiar with Preferred Community Health Care, located in Gladstone. Anita and Grace met with them. They are small organization started in home health care and do some transportation. The good news is that they do want to work with us and they are just starting the “transportation” and would be building their model around our needs. They have not done that in this area and we are uncertain how this would be funded. But we can explore this further. Anita said that this organization is providing this type of service outside of Clay County and they are an established provider the KC Regional Office with the service based on

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“rolling mile” which is much more expensive compared to the service provided by Della Lamb which is a “flat rate”. But they did indicate for the rate they would put an aid on the van.

Share A Fare, we have not spoken with yet.

Dr. Schoenrade asked if the Board wished to explore further possibilities in one or more of these directions and if so, which ones? We have identified needs but we don’t have exact numbers. Anita and her group are working on this and we should have this in the next week or so. Once we get that, we could go back to the agencies and ask. “if you were to add more wheelchairs, or service the outlying areas, what would that look like?” We can develop a spreadsheet with this information then approach providers (such as Della Lamb and Dr. Schoenrade expressed she certainly thought we should not rule this out) and first of all see if they can provide the services and an estimate as to the cost. She said she realized that they would be hesitant to quote exact costs without precise information.

Heath Roberts asked if we had received any responses as a result of our last meeting when it was suggested to the guests that they send emails to Grace with specific information. Dr. Schoenrade said that we had received only two emails. One actually reflected more of a day-hab scheduling issue rather than a transportation issue. The other was from a family that does not have an immediate need but was looking forward to a future need.

James Gottstein stated that it seemed to him that our contracts, as needs change over time, are designed and will accommodate all disabilities when people come to the agency. He further stated that in his opinion it was ridiculous that a citizen would have to coalesce a bunch of support out in the community to come to a board meeting to beg for more services. It seems to him that we should have, as a part of our negotiated contract, while we may not have a specific need one year but when a citizen moves into our community, then that contingency is in our contract to meet that need. Pat Schoenrade agreed but said but whatever we offer, we must offer to everyone. Our contract with Della Lamb states that “there are no other supports at home”. Some of the needs have been or could be met with Self-Directed Service and for some families are doing this and with others, this might be an option.

Gary Steinman suggested that we circulate an email to all agencies and give them 30 days to tell us what their transportation needs are or are not now and what they might predict for the future; we can quantify what our needs are. It is unfair them to ask the transportation providers for a cost when we don’t know what it is we need. We need to determine the type and volume, qualify and quantify, the unmet needs in order to get a bid for the service.

Rick White referred back to the two email responses received from the previous meeting and the impression that whether on Face Book or some other place, there was a lot of chatter that there were a lot of unmet needs. Addressing his question to Anita Hartman, “was her group able to help determine what and where the unmet needs are?” Ms. Hartman said that she and Grace Miller had sent an email to the Service Coordinators asking for very specific information. The questionnaire asked for name, address, what kind of need, ambulatory or wheelchair,

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where they want to go, and the hours they need transportation. Ms. Miller said that she had begun to receive responses from the case managers with this information. Ms. Hartman reiterated that for the most part the people who live in “residential” have most of their needs met. It is the people that live on their own or in their natural homes that have unmet needs. She gave the example of someone working at Bob Evans with a shift that starts at 6pm and there is not transportation service available except private service. Mr. Steinman asked Ms. Hartman to give the case managers a deadline of 30 days to have the information back to her and Ms. Miller. Mr. Steinman asked for feedback by August 20 which will give the Committee time to analyze the information before the next meeting.

Dr. Schoenrade and the Services Committee will have the cumulated information from the Surveys and Questionnaires by the next meeting which is August 30 as well as a list of possible providers. Mr. Steinman clarified that the only way to proceed was to determine: 1) what we need, 2) when do you need it, and 3) how much do you need.

Heath Roberts reconfirmed that we are talking about cases with extenuating circumstances where we have no transportation options available and these are the cases we need to know about. Anita Hartman stated that any provider her staff to set up funding, then that provider has to be set up with Kansas City Regional Office and if DDRB wants to access the waiver, the provider must have a contract with the Regional Office. Mr. Roberts then asked, “Could Della Lamb just say “yes or no” to providing service to a consumer?”. Ms. Hartman responded, “They serve who they want, yes.” Randy Hylton with Vocational Services interjected, “It is not quite that simple”. He explained the logic of it is they have to have a route they can reasonably run to make those deliveries to the Sheltered Workshops in a reasonable amount of time. They could have someone on the bus for 1 ½ hours but they try to keep it under that. And they try to keep those routes reasonable in that amount of time as well as the number of people you can get on a van. There are some limitations to what they are trying to make work and it is not just a matter of “we don’t want to pick him up”. It is a matter of where they are located and where they go. For example, Mr. Hylton said that they start the work shop in North KC one hour earlier than Liberty to accommodate transportation and the use of the same vans if possible. So these are things they try to work in their schedule. It can be frustrating at times, for example, you have someone on the route but the van is already full so then they try to determine if they can move people around from one van route to another, a bit of a chess game, if you will. Considering historically what we have had in Clay County for transportation, Mr. Hylton says that it is 100% better than it used to be although it still has a lot of challenges to it because of the outlying areas that we try to pull in but also because amount of people in some of the other areas that fill up the van quickly. There are a lot of things that Della Lamb takes into consideration in working with VSI and Mr. Hylton wanted to add this to the conversation. Heath Roberts, thanked Mr. Hylton for his input. He further asked anyone with experience in transportation information to please send it our way. He said that the Board was eager and feel responsible to fund these things if there are solutions to these issues. If someone has a job and it begins at night, then the model that Mr. Hylton described, will not



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accommodate so we need to look for alternative solutions for a rolling schedule. Mr. Hylton said that in vetting a potential employee, one of the first things they work on is the transportation need and can it be accommodated and how. Mr. Hylton discussed that “supported employment” often can fall outside the scope of regular hours and available transportation so they are always looking at options.

Heath Roberts reiterated that his take away from the last meeting was that the issue arises when a person who does not have a family member who can provide the transportation, then these are the unmet needs that we need to try and address.

James Gottstein asked if our contract limitation of “curb to curb” was realistic given the people that we serve. Barbara Griggs said this is how Share-a-Fare works as well; a rider must be able to get on/off the van with no assistance and pay their fare.

Randy Hylton said that our current came out of a time when there was little or no transportation services. We had very little with Share-a-Fare and nothing in any other kind of transportation. Carl Morris who was then Director of Concerned Care, Mr. Hylton of VSI, and then Director of Della Lamb, Duke Akers designed a transportation model and we have continued to grow out of that model to at least get transportation to some people. But he said that it is not for everyone. And again, he reiterated that in a lot of cases, it is an issue of time because if it takes 5-10 minutes to load each person on the van, then you have some people who are already close to an hour on the van before the van is headed toward the workshop. It would require a pretty specialized type of transportation use so that you limit the amount of time any one person is on the van and the time they could get to the workshop or someplace else to start. It would require a lot of assistance and support to make those things work.

Dr. Schoenrade stated, “so it is not that Della Lamb is unwilling, that is what the Board could afford at the time and that is what they could offer. They (Della Lamb) are willing to explore other options, so we can look at that.” Gary Steinman said, let’s get them the information they need to explore this.

Jim Huffman with Concerned Care said that another thing that complicates transportation is the “demand response” versus “scheduled transportation”. Demand response meaning call and go versus you have a scheduled routine. The other thing that comes into play is, “do you transport for anything or just specific things?”

Pat Schoenrade said that right now, she feels, we have our plate full with day-hab and workshop and not sure we could go much further at this point.

### Report on Summer Intern

Pat Schoenrade said that she thought we could all agree that **Grace Miller had far exceeded expectations**. She said that Grace helped in everything from gathering information to cleaning the store room, designed surveys and met with agencies. She wished we could hire

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Grace permanently. Grace Miller said that we will work until August 10 when she returns to school and thanked the Board. Heath Roberts thanked her for her service.

### **Long Range Planning Committee – Gary Steinman**

No report.

### **Board Owned Property Committee – Alan Naylor**

Issue # 1: Alan Naylor reported the **video security monitor** move has been made. Sonja suggests that, with further study, she does not think we need to install a monitor in the Director's office. Alan said that he had looked at the monitor in the Receptionist area and it is SMALL. They need a larger monitor. The extension to power the monitor needs to be replaced by conduit to be in code. It cost \$550 to move the monitor. Mr. Naylor moved to approve an additional \$400 to purchase to a larger monitor and run the proper electrical conduit. The motion was seconded by Pat Schoenrade and passed by Roll Call Vote.

Mr. Naylor reported the **Hampton House drain** has been repaired and the files and cabinets are back in place. The cost came in under the estimated budget - \$1200.

He further reported the **Kent Fire Extinguisher project** has been completed with ten additional units installed.

Mr. Naylor stated that we are still **exploring trees and landscaping at the Kent property**. We have received some bids but he has not had time to review them in detail. He did report to the Board that the highest bid we had received was about \$8000 which covers everything we are asking for and everything we need to do. The trees have ash bores and something destroying our pine trees. There is some expectation that we can save the trees. But he will review further and pend for discussion at the next Board meeting.

Issue #2 Mr. Naylor reported that the **Flora House has two very tall trees** that are hanging over the house which **need to be removed**. Greg Kincaid with Concerned Care/Life Unlimited has worked with a tree guy to remove both of those trees for \$1200. He moved that we approve \$1200 for the removal of two trees at the Flora House. The motion was seconded by Pat Schoenrade and approved by Roll Call Vote.

Issue # 3 Alan Naylor stated that he had received four (4) bids for **replacing the patio at the Ridgeway House**. The bids ranged from \$6200 to \$8700 (which was paver block replacement). Mr. Naylor moved that we approve the bid from Kuhlman Construction in the amount of \$6200 to repair the patio at Ridgeway\*\* House. The motion was seconded by Rick white and approved by Roll Call Vote.

The last inspection of the **Kent facility** it was recommended we do some **carpet cleaning** in areas on the building. Sonja Bennett has found a service that will do the cleaning in dry process system. They would clean the hallways in the lobby areas for about \$300 and moved

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we approve this expenditure. With further discuss, Mr. Steinman asked if the carpets had been cleaned since the upgrade to the facility. It was determined that they had not been cleaned. He suggested that we pend the cleaning of the lobby and get a quote for cleaning the entire building. The Board agreed and requested that Sonja Bennett move forward with getting a bid. Mr. Naylor asked if we could approve the expenditure via email vote and confirm at the next meeting. Heath Roberts agreed that we could follow the procedure by email or conference call.

On July 11, Mr. Naylor, stated that he and Jason Kuhlman had gone to each of the Board Owned Properties and **completed the second of three yearly inspections**. Other than the previously noted problems, no new issues were found.

Ms. Bennett asked if we could address the issue of the **outdoor lights at the Kent building**. The parking lot lights are not all working properly nor the lights under the canopy and the flag pole light. Jason Kuhlman had made recommendation in his report about this issue with an estimated cost but would not do the work but rather get an electrician to do the work. There was a discussion on using LED lighting, although more expensive up front, the usage cost is lower and the life span longer. Gary Steinman recommended we get an estimate and get the lights repaired/replaced.

### **Targeted Case Management – Anita Hartman**

Ms. Hartman reported that they currently have 37 employees. They had just received notice today of one employee who will be leaving and the intention to replace her as soon as possible. They are **serving 1,114 consumers**. They had 7 newly eligible consumers, 3 transfers and 9 that were discharged. Medicaid eligible status has changed only slightly from last month at 67.38%. She further reported that the **new Surface Pros have been received** and they will be implementing five of those this next week which includes training by the Sedalia IT staff. The implementation will be done in groups of five for training purposes.

There was some discussion over the computers that have been replaced by the Surface pros. Gary Steinman **recommended we have our IT look at the computers and give us an estimate of what it would take to clean them and the resale value**. Sonja Bennett will follow up and report next meeting.

### **New Business**

**Issue #4** Mr. Bradley introduced a request from **Rehabilitation Institute of Kansas City for additional funding for 2016** to serve three additional consumers seeking employment. They are currently on budget year to date and serving two Clay County citizens. They are seeking additional funds of \$7,115 making their total budget for the year at \$17,300. A motion was made by Tom Bradley and seconded by Gary Steinman that the Board approve \$7115 addition dollars for Rehabilitation Institute of Kansas City (RIKC) to serve three additional consumers in 2016. The motion passed by Roll Call Vote.

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### Agency Updates

#### **Life Unlimited**

Barbara Griggs with Concerned Care reported to the Board that **Concerned Care and Immacolata Manor have officially merged to become Life Unlimited**. The Board will consist of 10 members from each former entity with Barbara Griggs and Julie Edlund serving as Co-CEO's for up to two years. She stated that this is a merger of equals with a combined 80 years of service to the community. They want to retain the cultural history of each organization. Ms. Griggs said that, while they are a legal entity, it was going to take some time for the Department of Mental Health (DMH) to prepare all of the contracts and for the time being they would be issued as Concerned Care or Immacolata Manor while publically referring to the organization as Life Unlimited.

There was some discussion as to whether DDRB could issue contracts to Life Unlimited or would need to continue to issue separate contracts until such time that DMH has all of their paperwork in order. Mrs. Griggs stated that they would like to submit funding requests as the new agency. Since we cannot contract with an agency that is not contracted with DMH will this prevent DDRB from contracting with the new agency. Mrs. Griggs will look into this matter further and report back to Sonja Bennett.

Mrs. Griggs said that since Immacolata Manor and Concerned Care had merged (26 days) that they are beginning to see some pathways to resolve the ongoing issues of the ownership of the Group Homes that has plagues the agencies and the Board. She requested a meeting with the Board Owned Property Committee to discuss the Group Homes. Alan Naylor will coordinate a date and time that is suitable for everyone.

The Boards of both organizations have merged with 20 members total representing each agency. They have had a lot of positive feedback from the members of both staffs.

#### **Easter Seals Midwest**

Casey Cyr reported that Easter Seals Midwest with the autism division. Ms. Cyr provided an **update on the Autism Program which started a year ago**. The program has grown quite lot in the last year and they are looking forward to the coming year. The first client they serviced through the Autism Program was funded through DDRB. The DDRB grant has helped them 26 individuals in Clay County which is not only helping the individual, it helps the entire family. They are thankful to for the assistance of the CHS staff for their assistance. The number hours provided in Clay County has been 641 hours with 458 hours January through June. They do a lot of training to different organizations as an outreach. Mr. Cyr reported on a "Mission Moment" or success story for a young 4-year Clay County resident that lives in a home with a single mom and grandparents that also act a primary care giver. When the child started in the program there were a lot of "melt-down" type situations and the child was non-verbal. A couple of months ago, the child made his first verbal approximation imitating the autism specialist and within two-weeks using phrases like "all done, more, please, bye-bye". This is the type of success you can have by providing services in the home. Ms. Cyr expressed her

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appreciation for the grant provided by the Board and hopes to continue to bring success stories in Clay County.

### **Northland Early Education Center**

**Jill Bartlett expressed her gratitude to the Board for the Capital Grant Funds. With those funds they were able to upgrade their information technology throughout the agency.** They were able to chrome boxes, keyboard and touch screen monitors in all nine classrooms. The children are able to participate with their teachers and other children regardless of their developmental abilities. The teachers use the tablets for communicating with the families, developing lesson plans and communicate with administration from their classrooms. Administration also received new computers, laptops and monitors which has increased efficiencies. They were able to purchase a new server and utilize Wi-Fi. The five (5) therapists were able to get new laptops and a new printer for their offices, hot-spots for their iPads so that when they are on home visits they can write their progress reports and plans making everything more realistic and provide better information to the families and service coordinators.

### **Northland Therapeutic Riding Center**

**Mary Jill Webber reported that she will be leaving the Northland Therapeutic Riding Center (NTRC).** Mr. Bradley requested a round of applause for Mary Jill. She introduced Ms. Colleen Baker as the Interim Director who has been a director at another therapeutic riding center and a resident of Smithville. The Board expressed their appreciation for the work that Ms. Webber has done and wished her well in her new endeavor. Ms. Webber reported that they had 90 riders participating in the program. When they partnered with DDRB, they had 65 riders. /the funds made available from DDRB have helped them expand the program and help families. They now also have installed an eight-foot wide walk-way that is one hundred feet long which goes from the parking lot to the arena which allows wheelchairs and mobility limited clients better access. Ms. Webber reported that they were going to host a Mystery Dinner Theater on August 12.

With **no further business**, Heath Roberts moved the meeting be adjourned, seconded by Pat Schoenrade and with all in favor, **the meeting was adjourned.**

### **Footnotes**

\*The form redesign mentioned in this paragraph was designed by CHS and Brian O'Malley. The hope of the form was to incorporate "all" information utilized by CHS Service Coordinators into one form. While it accomplished this objective, the form was too difficult for most families to complete so CHS reverted to the original form included in the funding packets.

\*\*Correction from submitted Minutes which read "Hampton" House and should have read "Ridgeway House".

Respectfully submitted by Sonja Bennett

July 27, 2016

Corrected September 1, 2016